

Fanshawe College

## FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

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Documentation (Approvals etc...)

Office Administration - General

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2013

### OAG1 Curriculum Modification for 2014-15

Fanshawe College

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# DEGREE AUDIT CHANGE FORM

## COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"

### Program Requiring Changes

Program Title: Office Administration – GENERAL, EXECUTIVE, MEDICAL		
Program Number: OAG1/OAE3/OAM3	Date Submitted: 11/25/2013	
Dean responsible for program: DAVID BELFORD	Chair: CARRI RODGERS-ROWLEY	
Credential Provided: <input type="checkbox"/> Local Certificate <input checked="" type="checkbox"/> Ont. College Certificate <input checked="" type="checkbox"/> Diploma <input type="checkbox"/> Adv. Diploma <input type="checkbox"/> Degree		
Program Intakes: <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input type="checkbox"/> S Other:	Catalogue Year(s) Impacted: 2014/15	
Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met	Date of Last Program Review: 6/6/2013	
<i>I have read the reasons for the change and...</i>		<i>Signature and date</i>
Dean of Faculty (responsible for program):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>David Belford Nov. 28/2013</i>
Dean of Faculty (impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Dean of Faculty (impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Associate Vice President Academic (required for major changes and late DAs):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>[Signature] 01/30/14</i>
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>Judy Geddes Jan 24/14</i>
Office of the Registrar:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>am call</i>

*Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.*

**1.0 Describe proposed change(s). Complete Appendix A (if necessary) and amend SDAR (Refer to Appendix C).**

We have been offering BUSI-1060, the Lawrence Kinlin version of Strategies for Success, but there are many topics that are not applicable to the School of Information Technology Programs. We would like to offer a Success course that is more effective for our student group.

**2.0 Reason/Rationale for Changes**

**2.1 The reason for the change is based on:**

- ☐ A recent program review
- ☐ College Advisory Committee feedback
- ☐ Program Advisory Committee feedback
- ☒ Student feedback
- ☐ KPI results
- ☐ Accreditation or other regulatory requirements
- ☐ Shared curriculum
- ☐ Trends in the field/industry
- ☒ Other (please describe): We are currently offering the Lawrence Kinlin version of this course, but we have to adapt several of the topics, assignments, and tests to make this applicable to our students. We feel that a new course code would better reflect the differences in these deliveries.

**2.2 Does the change support the College's Strategic Framework (mission, vision, values)?**

- ☒ Yes
- ☐ No (If no, please explain)

**2.3 What strategic goal(s) does the proposed change support?**

- ☐ Goal 1 - Enrolment growth
- ☒ Goal 2 - Flexible delivery options
- ☒ Goal 3 - Premier student experience
- ☐ Goal 4 - Sustainable College life

**3.0 Students**

**3.1 Will the change affect the cost of the program for students?**

- ☐ Yes
- ☒ No

3.2 If yes, there will be an additional cost for:

- ☐ Materials (Include details):
- ☐ Equipment (Include details):
- ☐ Other (Please describe):

#### 4.0 Program Learning Outcomes

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B)

☒ Yes

☐ No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

☒ No

☐ Yes (If yes, please explain)

#### 5.0 Relationships with Other Programs

5.1 Is this course part of any other Fanshawe College program(s)?

☐ No

☒ Yes (If yes, please identify the other program(s)) CTY/CTN/LCK/CPA/IWD

5.2 What Schools/Campuses will be impacted by the proposed change?

☐ Tourism and Hospitality

☒ Information Technology

☐ Lawrence Kinlin School of Business

☐ Health Sciences

☐ Human Services

☐ Nursing

☐ Design

☐ Language and Liberal Studies

☐ Contemporary Media

☐ Building Technology

☐ Applied Sciences and Technology

☐ Transportation Technology

☐ Continuing Education

☐ Oxford County Campus

☐ James N. Allan Campus

☐ St. Thomas Campus

5.3 Will the change affect pathway agreements (e.g., bridging, internal articulations, laddering, advance standing) with other Fanshawe programs and/or other institutions?

☒ No

☐ Yes (If yes, please explain)

5.4 What discussions have been initiated with these institutions regarding the changes?

All professors who teach this course for the School of Information Technology, the program coordinators, and the Chair have been involved in these discussions and have approved the proposed changes.



## 6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

- ☒ No  
☐ Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

- ☒ No  
☐ Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

- ☒ No  
☐ Yes (If yes, please explain)

## 7.0 General College Requirements

7.1 Are changes consistent with Colleges policies/practices?

- ☒ Yes  
☐ No (If no, please explain)

7.2 Total Program Hours after degree audit change: \_\_\_all program hours will remain in tact\_\_\_\_\_

7.2.1 Are these hours consistent with the requirements as listed below?

- ☒ Yes  
☐ No (If no, please explain)

<b>Local Certificate</b> - 300 hours	<b>Ontario College Certificate</b> - 600 hours
<b>Diploma</b> - 1200 to 1400 hours	<b>Advanced Diploma</b> - 1800 to 2000 hours
<b>Graduate Certificate</b> - 600 hours	

7.3 Will the program meet the General Education requirements (Policy 2-B-02) as listed below?

- ☐ No  
☒ Yes

<b>Local Certificate, Ontario College Certificate and Graduate Certificate</b> - none required)	<b>Diploma</b> - 3 required (minimum of 1 must be an elective)	<b>Advanced Diploma</b> - 4 required (minimum of 2 must be electives)
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- 7.4 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advance standing) with other Fanshawe programs and/or other institutions.

- ☐ No  
☒ Yes

**Note:** In accordance with POLICY NUMBER: 2-B-17 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

# APPENDIX A: PROPOSED DEGREE AUDIT CHANGES (for CAE)

Course Code	Existing DA Courses	Total Hours	Total Credits	Describe proposed changes	Course Code	Proposed DA Courses	Total Hours	Total Credits
Level 1								
BUSI-1060	STRATEGIES FOR SUCCESS	15	1	New name and course code to more clearly indicate the differences in delivery within the School of Information Technology	BUSI-1156	Strategies for Success	14	1
TOTAL		15	1	TOTAL			14	1
Level 2								
TOTAL				TOTAL				
Level 3								
TOTAL				TOTAL				
Level 4								
TOTAL				TOTAL				
Level 5								



Course Code	Existing DA Courses	Total Hours	Total Credits	Describe proposed changes	Course Code	Proposed DA Courses	Total Hours	Total Credits
TOTAL				TOTAL				
Level 6								
TOTAL				TOTAL				

## Degree Audit Report

Catalog: 2014/2015

**Program:** OAG1  
**Department:** ITY - Information Technology  
**Academic Level:** PS  
**CCD:** 7 - 2AcadSem/600-700 hrs  
**Credential:** Ontario College Certificate

**Name:** Office Administration-General**Grade Scheme:** LG2**Major:** OAG1 - Office Admin - General**Div:** ITY - Information Technology Division**Co-Op Indicator:** N/A

## Academic Program Requirement

**Total Credits:** 39.00  
**GPA Requirement:** 2.000  
**Minimum Grade:** D

**Residency Reqmt:** 10.00  
**Residency Reqmt GPA:** 2.000

## Academic Requirement: OAG1.14 Office Administration - General

**Major:** OAG1  
**Grade Scheme:** LG2  
**Minimum GPA:** 2.000  
**Minimum Grade:**

## Subrequirement: Level 1

Take all of the following Mandatory Courses:

Group 1

		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
ACCT-1034	Accounting Fundamentals	60.00	4.00	
ADMN-1014	Administrative Documentation 1	56.00	4.00	
MATH-1143	Fundamental Mathematics for Business	42.00	3.00	
MGMT-3052	Understanding Workplace Behaviours	45.00	3.00	**
<del>BUSI-1156</del> <del>BUSI-1060</del>	Strategies for Success	<del>14.00</del> <del>15.00</del>	1.00	

Group 2

TAKE WRIT-1032 OR WRIT-1034

		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	
WRIT-1034	Reason & Writing 1 - EAP	60.00	4.00	

## Subrequirement: Level 2

Take all of the following Mandatory Courses:

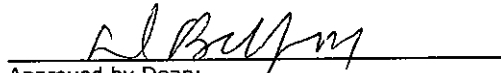
		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
ACCT-3045	Accounting 2	60.00	4.00	
ADMN-3006	Administrative Documentation 2	56.00	4.00	
ADMN-1013	Office Procedures & Strategies	56.00	4.00	
COMP-1100	Spreadsheet Design and Production	45.00	3.00	
COMP-3019	Principles of Dynamic Presentations	42.00	3.00	
COMM-3043	Professional Comm for Office Environment	45.00	3.00	

## Subrequirement: Program Residency

**Degree Audit Report**

Students Must Complete a Minimum of 10 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program

  
Approved By Chair/Manager:

  
Approved by Dean:

General Education Approved By(as appropriate):

ITY=Nov 28/13  
Department and Date:

Nov. 28/13  
Date:

Date:

  
01/30/14

## Degree Audit Report

Catalog: 2014/2015

**Program:** OAE3  
**Department:** ITY - Information Technology  
**Academic Level:** PS  
**CCD:** 8 - 4AcadSem/1200-1400hrs  
**Credential:** Ontario College Diploma

**Name:** Office Administration-Executive**Grade Scheme:** LG2**Major:** OAE3 - Office Admin - Executive**Div:** ITY - Information Technology Division**Co-Op Indicator:** Mandatory Co-op**Academic Program Requirement**

**Total Credits:** 79.00                      **Residency Reqmt:** 20.00  
**GPA Requirement:** 2.000              **Residency Reqmt GPA:** 2.000  
**Minimum Grade:** D

**Academic Requirement:** OAE3.14 Office Administration - Executive

**Major:** OAE3  
**Grade Scheme:** LG2  
**Minimum GPA:** 2.000  
**Minimum Grade:**

**Subrequirement:** Level 1

Take all of the following Mandatory Courses:

Group 1

		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
ACCT-1034	Accounting Fundamentals	60.00	4.00	
ADMN-1014	Administrative Documentation 1	56.00	4.00	
MATH-1143	Fundamental Mathematics for Business	42.00	3.00	
<b>Busi-1156</b>	<del>BUSI-1060</del> Strategies for Success	<b>14.00</b>	<del>15.00</del>	1.00
MGMT-3052	Understanding Workplace Behaviours	45.00	3.00	**

Group 2

TAKE WRIT-1032 OR WRIT-1034

		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	
WRIT-1034	Reason & Writing 1 - EAP	60.00	4.00	

**Subrequirement:** Level 2

Take all of the following Mandatory Courses:

		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
ACCT-3045	Accounting 2	60.00	4.00	
ADMN-3006	Administrative Documentation 2	56.00	4.00	
ADMN-1013	Office Procedures & Strategies	56.00	4.00	
COMP-1100	Spreadsheet Design and Production	45.00	3.00	
COMP-3019	Principles of Dynamic Presentations	42.00	3.00	
COMM-3043	Professional Comm for Office Environment	45.00	3.00	
COOP-1020	Co-operative Education Employment Prep	6.00	1.00	

**Subrequirement:** Level 3



## Degree Audit Report

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ADMN-3004	Administrative Documentation 3	56.00	4.00	
COMP-5051	Executive Spreadsheet Applications	42.00	3.00	
COMP-3076	Database Management Systems	42.00	3.00	
COMP-3039	Desktop Publishing	45.00	3.00	
MGMT-3029	Managing Human Resources I	45.00	3.00	

**Subrequirement:** Level 4

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-3021	Accounting III	56.00	4.00	
COMP-3092	Modern Office Technology	42.00	3.00	
COMP-5056	Integrated Applications	42.00	3.00	
MGMT-3033	Managing Human Resources II	45.00	3.00	
MGMT-5058	Applied Project Management Strategies	56.00	4.00	
ADMN-3002	Canadian Business in the Global Economy	45.00	3.00	**

**Subrequirement:** Gen Ed - Electives

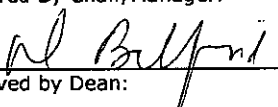
Take 3 General Education Credits -

Normally taken in Level 3

**Subrequirement:** Program Residency

Students Must Complete a Minimum of 20 credits in this  
program at Fanshawe College to meet the Program Residency  
requirement and graduate from this program

  
Approved By Chair/Manager:


  
Approved by Dean:

ITY - Nov 28/13  
Department and Date:

Nov. 28/13  
Date:

General Education Approved By(as appropriate):

Date:

  
01/30/14